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ADMIN
CIA

15 December 1952

MEMORANDUM FOR: Asst. Director for Personnel
Asst. Director for Communications
Director of Training
Asst. Deputy/Inspection and Security
The Comptroller
The General Counsel
Chief, Procurement and Supply
Chief, Medical Staff
Chief of General Services
Chief, Organization and Methods
Chief of Administration - DDP
Special Asst. (Admin.) - DDI

SUBJECT: Revision and Development of CIA Regulations

REFERENCE: CIA Notice [REDACTED] Same Subject

1. The reference CIA Notice establishes the intent of the Agency to undertake a concerted program for the revision and development of CIA Regulations and procedures. The Deputy Director (Administration) has designated the undersigned to supervise and coordinate this program.

2. The general concept of Regulations desired by the Agency has been determined. In addition, a group designated as a Steering Committee is working on problems of format, scope and editorial form in order to establish general standards for the revision or drafting of regulations for the guidance and assistance of persons actually preparing drafts.

3. It is intended that the revision of CIA Regulations will be accomplished by:

- a. Assigning the development and writing of sections of the regulations to the appropriate office or staff.
- b. Developing a schedule for progress and establishing deadlines for the submission of initially coordinated drafts.
- c. Developing and facilitating an effective but speedy coordination system.

4. It is requested that each office designate the key individual who will be responsible for the preparation of regulations applicable to the function and responsibilities of the office concerned. It is intended that this individual will be in continuing liaison with the undersigned and the Steering Committee for purposes of receiving advice and assistance and submitting reports on progress and problems. Preferably, this individual

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would be authorized to signify the final concurrence of his office on all regulations referred to that office for coordination, as well as the regulations developed and written within his area of jurisdiction. It is requested that, insofar as practicable, each office assign personnel to the regulations development program on a full time basis.

5. It is requested that the name of the key individual designated and his telephone extension be made available to me [REDACTED] on or before 18 December 1952.

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Special Assistant to the
Deputy Director (Admin.)

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